

LTRC GUIDE TO PROPOSAL DEVELOPMENT

PROPOSAL FORM AND CONTENT

(An excerpt from the LTRC Research Manual, 2003 Edition, Chapter 2,
Pages 14-19)

This section provides the basic requirements for the form, sequence and content of the research proposal. The proposal shall contain, but is not limited to, the following essential elements (figure 2-4 shows required forms):

A.

PART I- IDENTIFICATION - The title sheet, which includes the amount of funding requested; duration of the project in months with beginning and ending dates indicated; a concise descriptive title for the proposed study; the name and business address of the organization which will conduct the work; the major subdivision of that organization responsible for the research and the name, title, mailing address and telephone number of the principal investigator.

B.

PART II - APPROVAL - For LTRC use in the process of modification and/or approval of the proposal.

A.

PART III - AMOUNTS REQUESTED FOR PROJECT - This part of the proposal requires an itemized list of the funds requested for the proposed research by types of expense and fiscal year (July 1 through June 30).

(1)

PERSONNEL - List the names, positions and percentage of time (based on a 40-hour work week) to be spent on the project for all persons involved in the research, including PI, Co-PI, and graduate students, if applicable. When the percent time spent on the project varies with a given period (e.g. spring, fall, summer) the individual periods and appropriate percent time shall be listed separately for each. The amounts requested for each person listed must not exceed the proportion of total salary computed from the percent time spent on the project for that person. The salaries used as the basis for computing individual personnel costs shall be exclusive of the cost of employee benefits; however, that percentage

used by the contracting agency to compute employee benefits shall be shown where indicated on the form and costs computed and included in totals.

(2)

NON-EXPENDABLE EQUIPMENT- Itemize only non-expendable equipment which is to be purchased specifically for the performance of the study. Non-expendable equipment includes any items having a useful life of more than one year and an acquisition cost of more than \$1000 per unit.

(3)

CONSUMABLE SUPPLIES- This item includes the estimated cost of all expendable equipment, materials and supplies. Any item for which the cost exceeds \$300 must be listed individually.

(4)

TRAVEL - Itemize expenses for trips to be made in connection with the research project and state the purpose of the trip. Expenses incurred for out-of-state travel should be listed separately from those for in-state travel. When travel expenses are requested for conferences, conventions and seminars in connection with the research, each instance must be separately identified and justified.

(5)

OTHER EXPENSES – Itemize all miscellaneous expenses associated with the project which is not included in the agency's computation of indirect cost, such as those required for reference materials, copying, computer time and software, photography, etc. All costs to be incurred for equipment rental or use of subcontractors/consultants associated with the project should be listed in this section.

(6)

TOTAL DIRECT COST - The summation of total estimated costs for items (1) through (5).

(7)

TOTAL INDIRECT COST - This item is intended to provide reimbursement for general and research administration and overhead expenses incurred by the contracting agency in the prosecution of the research project for which no charge is made elsewhere in the study. The total indirect costs shall not exceed 25 percent of the total direct costs, excluding costs for non-expendable equipment. The actual percentage used and method of application shall be described in the proposal and shall be verifiable through audits by DOTD, FHWA and their representative.

(8)

TOTAL COSTS - The summation of total estimated costs for items (6) and (7).

D.

PART IV - BIOGRAPHICAL SKETCHES - Provide brief biographical sketches for the professional personnel indicated by Part III, Section (1), to be actively engaged in the study such that required expertise can be determined.

E.

PART V - TITLE VI STATEMENT - This portion of the proposal shall include a statement that the agency or contractor will comply with the provisions contained in Title VI of the Civil Rights Act of 1964.